



NOTE: This information is provided as a reference for you to use as you prepare your Nebraska Arts Council (NAC) grant application. Grants to the NAC may only be submitted via the eGrant system.

Program Description

Mini Grants are designed to provide quick access to funds supporting a variety of arts projects that use artists or arts activities as a key component. Examples of project types include exhibitions, performances, poetry readings, commissions and/or support of new work development, arts festivals, community murals, and cultural heritage projects.

Eligibility

Nonprofit organizations incorporated in Nebraska that are federally tax-exempt, public agencies and sub-divisions of governmental agencies. Organizations may submit up to two Mini Grant applications per fiscal year. Basic Support Grantees with budgets below \$750,000 may apply but only for unforeseen opportunities that are not part of annual operating programs. Basic Support Grantees with budgets above \$750,000 may not apply for Mini Grants.

Grant amounts

\$2,000 maximum. The applicant must have enough cash to match all of the dollars requested.

Deadline

At least six weeks and no more than twelve weeks prior to the project start date.

Note: Projects that span the summer may have a start date as early as June 1 and an end date as late as August 31.

Review Criteria

Panelists review Arts Project Grants based on the following weighted criteria on a 100 point scale.

Artistic Quality	(up to 40 points)
Planning & Evaluation	(up to 30 points)
Outreach & Engagement	(up to 20 points)
Underserved	(up to 10 points)

For the downloadable review criteria rubric click [HERE](#).

Narrative Questions

Artistic Quality

- Describe the project: What will happen, who will participate, where will it take place, and when?
- Discuss the artistic merit of the project and its value to the community, including the principal artists involved.

Planning and Evaluation

- Discuss the goals of the project. Describe the planning process and how the project will be evaluated.
- Discuss plans for promoting the project to the target audience. Include any educational and outreach activities related to the project.

Outreach and Engagement

- Show how you will provide substantial education and/or outreach which is designed to increase community participation.

Underserved

- Explain methods you are using to attract and engage underserved audiences, defined by the NEA as lacking access due to geographic isolation, and/or have limited access to arts programs due to economics, ethnic background, disability, or age.

Colleges and universities only:

Describe the extent of involvement by organizations outside of your institution, and how you are marketing this project to the community at large.

BSG organizations only:

Explain why this project was not included in your current BSG grant and what added value it brings to your programming and to your community to justify the additional funds.

(continued)

Budget

In the budget, you will be required to provide a detailed itemization for the following expense and revenue categories.

- Your budget must be balanced (Total Income must equal Total Expenses).
- You must also demonstrate enough cash match. Donated contributions may not be used as a match to NAC request (Total Applicant Income must be equal to or greater than the NAC request).
- Round all figures to the nearest dollar.
- Arts organizations may use up to 25% of the grant budget for administrative costs specific to the project, such as personnel and overhead expenses, in the total project budget. For non-arts organizations, the rate is 10%.
See [NAC Grant Program Guidelines](#) for definition of arts vs. non-arts organizations.

Expenses	Cash Total
Artistic Fees & Services	\$
Space & Equipment Rental	\$
Travel	\$
Marketing	\$
Remaining Project Expenses	\$
Administration	\$
Total Expenses	\$

Income	Cash Total
Admissions	\$
Tuition, workshop fees, etc.	\$
Private Support	\$
Public Support	\$
Applicant Cash	\$
Total Applicant Income	\$
NAC Request up to \$2000 (Total Expenses minus Total Applicant Income)	\$
Total Income (should equal Total Expenses)	\$

Required Materials

These materials will be uploaded in the **eGrant** application.

- Timeline:** Itemized list of start and end dates, major deadlines for project component completion, etc...
- Artist(s) Bios:** Biographical information/company description for principal artists or arts organizations involved in the project. If artists have not been selected, describe the process and criteria for selecting them.
- Administrator(s) Bios:** Brief biographical information for persons who will administer project finances and provide primary project coordination.
- Letters of Support:** Letters from participating artists and/or collaborating organizations indicating their role in your project.
- Work Samples:** No more than three representative materials to assist the reviewer in understanding your organization and this project. Examples include articles, newsletters, brochures, or curriculum guides.
IMPORTANT: If the project involves art education, be sure to include, with your required materials, documentation that illustrates the activities of the students: e.g. brochure, curriculum, etc.
- Audit:**
(if applicable) If the organization requests \$50,000 or more from the NAC for the current year in one application or any combination of applications, include the organization's most recently completed financial and compliance audit.
- Contract:**
(if applicable) If request is for a commissioning project, a copy of contract or letter of agreement with the artist.